



F.No. (Admn.)2-3/2022-CR(A)&RTI

Dated: 30<sup>th</sup> April, 2024

**CIRCULAR**

**Subject: Relaxation in time limit for submission of Self-Appraisal on SPARROW for the year 2023-24 – reg.**

This is in continuation to the circular of even no. dated 15<sup>th</sup> April, 2024 regarding relaxation in time limit for Self-appraisal on SPARROW for APAR 2023-24.

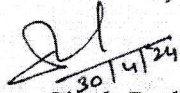
It is noticed that due to migration activity of ICAR-SPARROW from ICAR Data Centre to NIC cloud, Institutes are facing multiple issues and unable to access their SPARROW module. Keeping in view the login and other technical issues reported to the Council, the Competent Authority at ICAR has decided to **further extend the time limit for filling up the self-appraisal through SPARROW by 15 days i.e.15.05.2024.**

Last date of appraisal by Reporting Officer/Reviewing Officer are 30.06.2024 and 31.07.2024 respectively.

The Heads of Office of the Institutes are kindly requested to personally intervene within time and ensure that all issues are resolved, and the self-appraisals of the officials are completed well before the extended deadline. Officials are also urged to complete their self-appraisals at the earliest rather than waiting until the deadline approaches

**No more extensions will be granted.**

For any technical issues in SPARROW, ICT unit, ICAR Hqrs may be contacted.

  
(Sandeep Singh Dudi)  
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**Copy for Information to:**

1. ICT Unit, ICAR HQ for further necessary action.
2. All the Directors of ICAR Institutes/PDs/ Directorates/NRCs/Bureaux
3. All concerned Officers and staff of ICAR HQ and ICAR Institutes
4. E-Office Notice Board/ICAR Website for information of all concerned.

**Endt. 6/14/2022-Estt. -Estt. Dated: 01.05.2024**

Distribution:

1. Project Coordinator (AICRP on Spices)
2. All Heads of Division.
3. The Head I/C RS, Appangala
4. The Principal Scientist & Head, KVK
5. The SIC (Farm) Chelavoor/Peruvannamuzhi
6. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
7. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
8. AO/AAO (Estt. Works, Stores)
9. PS to Director
10. Arisoft/Intranet

  
Senior Administrative Officer